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Security Information

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~~CONFIDENTIAL~~  
31 December 1952

TO: [REDACTED]

25X1A9a

SUBJECT: Revision of Regulations

25X1A

REFERENCES: 1. CIA Notice No. [REDACTED]  
2. Memo from DD/A to Office Heads dated 15 December 1952. Subject: Authorization for Development of CIA Regulations  
3. Memorandum from [REDACTED] dated 15 December 1952 Subject: Revision and Development of CIA Regulations 25X1A9a

ATTACHMENTS: "A" Format sample  
"B" Guide for the Preparation of Regulations  
"C" Steering Committee Membership

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1. Initial assignments for the development of revised regulations are as follows:

[REDACTED]

Security  
Personnel  
Training  
Fiscal  
Services  
Procurement  
Operations

[REDACTED]

Liaison  
Organization  
Budget  
Communications

Medical

[REDACTED]

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2. Some of the more difficult problems involved in this comprehensive revision of Agency regulations are:

- a. To ensure the inclusion of all existing Agency regulations unless they are to be canceled.
- b. To ensure that the coverage of each basic subject is comprehensive.
- c. To maintain consistency of format, language and organization of material.

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d. To control the assignment to individuals of responsibility for the actual writing of each and every section or sub-section of the regulations so that continuous pressure can be maintained and assistance given where desired.

3. To accomplish these objectives it is requested that a detailed outline of your assigned sections of the regulations be submitted to me at Room 308, South Building, by 12 January 1953. Under each subject title you should cite the existing regulations (or portion thereof) which will be incorporated in or rescinded by the new revised regulations. You should also indicate if other than yourself the name of the individual to whom you are assigning the drafting responsibility. Lastly, we desire your best estimate as to the date of completion of the drafting of each component part of your assigned section of the regulations. To illustrate:

Title, Subject, or sub-title (as appropriate)

References: CIA [REDACTED]

Assigned to [REDACTED]

Estimated completion date: 1 February 1953

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If the designated date for the submission of these outlines cannot be met please contact me or Mr. [REDACTED] on Ext. 3221 to establish a different deadline.

4. We are prepared to provide assistance and guidance in the organization of material and as to the format and editorial style of regulations. We will also endeavor to assist in making determinations as to whether certain material should appear in a given series of the Agency regulations instead of some other series, or whether specific material should be presented as a regulation, technical handbook, or as an intra office issuance. Lastly, we will endeavor to assist in expediting the coordination and final approval of regulations.

5. For the above purposes a Steering Committee has been established. You are encouraged to contact the members of this committee individually or collectively with any questions or problems you may encounter. The names and phone numbers of the Committee members are attached hereto.

6. After receipt of your detailed outlines and their review by the Steering Committee, Mr. [REDACTED] or myself will meet with each of you to give you the comments and suggestions of the Committee. In the event you desire an earlier conference call [REDACTED] or myself on Ext. 3221.

Special Assistant to  
Deputy Director  
(Administration)